

Announcement Number	MCC-15-RFQ-0057
Title	Director, Agriculture and Land
Position information	Intermittent PSC - 1,664 hours
Period of Performance	One year contract, renewable for up to four additional years at the sole discretion of the government
Pay band	3A (\$69.11 - \$96.86 per hour)
Closing date for questions	March 10, 2015 no later than 12:00pm EST
Application deadline	March 19, 2015 no later than 12:00pm EST
Who may be considered	U.S. Citizens
Duty location	To Be Determined

Millennium Challenge Corporation (MCC) is a United States government-owned corporation created in 2004, whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. To receive assistance, eligible countries are required to enter into a public agreement (Compact) with the MCC that includes a multi-year plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives, regular benchmarks to measure progress, multi-year financial plan, and a plan to ensure accountability for the use of MCA assistance.

Eligible countries develop, in coordination with the MCC, a program agreement (Compact) that is then implemented during five years.

SCOPE OF POSITION

The MCC requires the services of an Intermittent Personal Services Contractor (PSC) to actively participate in the relevant practice area and perform a variety of assignments associated with the development and implementation of MCC-funded projects and activities, as well as a range of



responsibilities related to practice area development and MCC internal administration. The assigned practice area is based on a specific area of policy/guidance for which effective implementation is a priority for MCC, as-well-as by the presence in MCC of staff with professional expertise where the subject area and the staff working in it cut across MCC divisions. The subject area is relevant to most MCC partner countries at some stage of compact consultation, design, or implementation. Examples of current practice groups include infrastructure, Agriculture, Land, ESA, Gender and Social Assessment, etc.

A personal services contract is different from non-personal services Government contract, which establishes an independent contract relationship. Under a non-personal services contract, the contractor or employees of the contractor are subject to the technical direction but not the supervision of the MCC. As defined by the Federal Acquisition Regulation ([FAR 37.104](#)), a personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor personnel. Thus, the PSC is subject to the relatively continuous technical direction, supervision, and control of the MCC. PSCs may be assigned inherently governmental duties (see [FAR 7.502](#)). By law and by the contract's terms, the PSC is subject to most of the laws, rules, and regulations applicable to the direct hire employee such as MCC regulations, conflict of interest, under some circumstances MCC authorized employment security clearances, and financial disclosure. However, under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by the Office of Personnel Management (OPM). The following elements apply to this contract:

- (1) Performance on site.
- (2) Principal tools and equipment furnished by the Government.
- (3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.
- (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.
- (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.
- (6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to—
 - (i) Adequately protect the Government's interest;
 - (ii) Retain control of the function involved; or
 - (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

KEY REQUIREMENTS

- U.S. citizenship;
- Must be able to obtain and maintain a Critical-Sensitive Federal Security Clearance;
- Overseas travel may be required (to MCC eligible countries);
- Statement of Employment & Financial Interest (i.e. Office of Government Ethics [form-450](#), or similar statement) may be required;
- Active and approved [System for Award Management](#) (SAM) record (listed as sole-proprietor). **PLEASE NOTE:** This contract shall be awarded solely to an individual(s), not to a firm. The individual must have an active DUNS # and a fully approved and active record in the SAM. **The approval of your record in SAM may take a few weeks. Therefore, please register in SAM immediately after submitting your application.**

DUTIES

Major Duties and Responsibilities include:

- Participate actively in the relevant practice area and performs a variety of assignments associated with the development and implementation of MCC-funded projects and activities, as well as a range of responsibilities related to practice area development and MCC internal administration.
- Serve as the sector and/or integrated project lead and primary point of contact in MCC headquarters for projects in one or more countries in various stages of compact development and implementation

Task 1: Compact Development

As the sector lead, the PSC shall participate in interdisciplinary teams to assess country compact proposals performing a variety of assignments to include:

- Analysis of country concept papers;
- Analysis of country proposals including specific recommendations for improvements (e.g., proposals for compliance with sector due diligence guidelines, sector best practices, MCC's economic analysis, and monitoring and evaluation guidelines, and recommendations for plans, identification of critical policy and other conditions required for project sustainability, etc.);
- Expert consultation in researching, analyzing, and developing authoritative solutions for

- complex issues regarding proposed compact programs;
- Analysis and refinement of budget and financial data/information;
- Evaluation of risk and mitigating measures;
- Technical input and support in the development of economic analysis and ERR models; Negotiations with host country counterparts to address and resolve issues during the program development and review process;
- Preparation of presentations of proposed programs to MCC senior management and Board of Directors, including relevant sections of Investment Memos and corresponding supporting documentation for IMC and Board Review; and,
- Support as appropriate during compact negotiations and finalization of compact terms and conditions.

Task 2: Compact Implementation

As sector and/or project lead on a project or activity in compact the implementation phase, the PSC shall:

- Monitor the implementation progress and provide technical oversight and support to MCA counterparts;
- Per MCC clearance matrix and standards of clearance, review and clear all documents requiring MCC non-objection. These include but are not limited to procurement documents such as RFPs and evaluation reports; Quarterly Disbursement Requests (QDR); Monitoring and Evaluation (M&E) plans; and other exceptional documents such as proof of compliance with Condition Precedents(CP's);
- Develop strategy (and budget) with appropriate members of the Country Team for Project implementation oversight, approve consultants' SOW, monitor and provide feedback on consultants' performance and review due diligence financial reports; Monitor MCA Project Teams' adherence to procurement plan and timeline;
- Monitor and track progress of MCA Project Team's efforts to adhere to CP achievement schedule, and support MCA to assure and verify satisfaction of CP requirements;
- Participate in regular coordination meetings with Country Team members and MCA counterparts;
- Monitor and report on project process and non-routine events (potential "red flags") at regular Country Team meetings;
- Perform quality assurance on MCA development of all key Procurement Terms of Reference;
- Travel as needed to provide Project oversight, technical support and coaching to the appropriate MCA team members;
- Identify capacity "gaps" and provide input to development of capacity building strategy for MCA Project Team; and
- Draft project related portions of the Internal Program Review (IPR) and communicate with MCA counterparts key findings and concerns as appropriate

Task 3: Practice Area

The PSC shall communicate and consult with the appropriate Practice Lead as appropriate and participate actively in the relevant Practice Area to:

- Ensure consistency and quality of professional practice in accordance with and in compliance with MCC's statutory requirements;
- Support the continuing development of professional expertise at MCC in relevant and related practice areas;
- Support continued learning, sharing and dissemination of information among all staff, and innovation in selected professional areas across MCC; and,
- Provide guidance to management in the development of policies and advice on "best practice" standards in specified professional areas, and lead the development of such policies and standards when requested by management.

Other Responsibilities:

- As assigned, participates in Technical Evaluation Panels and serves as Contracting Officer's Technical Representative (COTR).
- Contributes to the improvement of operational procedures, compiles and analyzes data and supports both internal external reporting and communication.
- Prepares background, analysis, and recommendations for senior management use at meetings, external events, and other forums.
- Consults with all levels of management, other federal agencies, and international development stakeholders, as appropriate.
- Maintains awareness of MCC's internal regulations and guidelines as well as other relevant regulatory materials.
- Performs other related duties as assigned.

DELIVERABLES

Deliverables are associated with the tasks identified in DUTIES to include reports as required by the Contracting Officer Representative (COR).

The PSC will provide a monthly progress report as a regular deliverable. Monthly progress reports will consist of the following format to measure the progress of each task:

Task: XXXXXX

Status: XXXXXXXX

Recommendations: XXXXXXXX



Monthly reports are due the first workday of each month. The PSC also will produce other reports and analyses as requested by MCC.

Deliverables will be considered “draft” upon initial receipt. Drafts will be reviewed and accepted or concerns raised/comments provided within two weeks of receipt. The PSC shall appropriately address the Corporations’ concerns and provide final deliverables within one week of receiving the MCC response.

In addition to monthly progress reports, the PSC will submit biweekly timesheets on a schedule and format determined by MCC. Timesheets will include a list of hours worked per compact or country program, along with a brief description of the tasks undertaken for each program during the pay period.

QUALIFICATIONS REQUIRED

Applicants must meet all the qualification requirements, including education and all qualifying specialized experience described below by the closing date of this announcement. Desired qualifications will be considered only once all education and qualifying specialized experience requirements are met. Please clearly demonstrate that you possess the following:

- An advanced degree in the relevant field is required (J.D preferred).
- A minimum of ten (10) years of experience in land-related projects or research.
- Knowledge of the technical assessment process and public policy issues related to MCC relevant practice area initiatives and programs, as-well-as a working knowledge of the other program area, sufficient to participate in complex assignments and projects associated with the development and implementation of long-term international development programs.
- Ability to perform research and analysis on issues that arise in the planning and implementation of long- term international development programs affiliated with country compacts.
- Ability to work effectively as a member of an interdisciplinary team with staff from other international USG and host country institutions.
- Ability to analyze and evaluate a wide variety of information from many different sources in order to formulate advice and counsel to MCC management and country counterparts, and to identify and incorporate industry best practices into MCC operations and programs.



- Written and oral communication skills to prepare comprehensive reviews, briefings, proposed policy studies and special reports.
- Project management skills to lead management and implementation oversight for complex and integrated projects.
- Skill in representing MCC at relevant USG interagency meetings regarding development policy, and preparing recommendations to advance agency interests.
- Ability to brief high-level U.S. and foreign government officials on critical technical matters and to explain complex issues clearly and concisely.
- Knowledge of both policy and operational aspects of a variety of U.S. and global development assistance models.

NOTE: All experience must be well-documented on your resume and within your application. All aspects of your application must specifically show how you meet the QUALIFICATIONS REQUIRED.

COMPENSATION

PSCs for the services of individual experts or consultants are limited by the Classification Act. In addition, the OPM has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest):

This is an intermittent position and thus, the maximum number of hours allowed is 1,664 per year.

The pay range for this position is **\$69.11 - \$96.86** per hour. Final compensation will be negotiated within this pay range based upon the successful candidate's salary history, work experience, and educational background. **A salary above this pay range will NOT be entertained or negotiated.**

MCC issues W-2s to the PSC. For U.S. citizens and legal resident aliens, MCC makes the employer contribution to FICA and Medicare for the PSC. MCC withholds FICA, Medicare, federal tax, and state tax on behalf of the PSC. The PSC is not eligible for the Foreign Earned Income Exclusion.

**Benefits:**

Under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by OPM, such as Federal retirement benefits and health and life insurance. As such, the PSC is not eligible for participation in the Civil Service Retirement System or the Federal Employees Retirement System. Moreover, the PSC is ineligible to receive Federal Health and Life Insurance or participate in the federal Thrift Savings Plan.

Notwithstanding the above, MCC does permit reimbursement of a portion of the PSC's cost of health insurance premiums incurred during the contract's period of performance. To be eligible for the health insurance reimbursement the employee must provide proof of insurance coverage and payment of premium for which s/he is responsible. Examples of acceptable proof are bank statement, receipts, cancelled checks or other proof of payment. Individuals covered under another health insurance plan, or have subsidized health insurance are not eligible for this reimbursement. Subject to the availability of funds, MCC may pay a percentage of the employee's base salary towards a health insurance policy as mentioned above.

The intermittent PSC does not earn sick leave, annual leave, holiday pay, and is not eligible for parking or transit subsidy

Travel:

The PSC is subject to the Federal Travel Regulations and MCC travel policies and procedures to the same extent as MCC direct-hire employees.

REQUIRED DOCUMENTATION

Interested applicants must submit all required documents to include, but not limited to:

- Completed and signed Biodata Form;
- Curriculum vitae or resume (limit 10 pages);
- A written narrative of up to five pages clearly describing relevant experience and knowledge of each of the Qualifying Specialized Experience requirements, and any desired qualifications.
- No less than three and no more than five professional references with current contact information;



NOTE: Submittals shall be in accordance with the INSTRUCTIONS TO APPLICANTS. Please ensure that applicants' most recent contact information (telephone numbers and e-mail address) are accurate. Any other documentation will not be accepted.

Delivery:

Electronic submission is required. Electronic application packages shall be submitted by e-mail to MCCPSC@mcc.gov. Submission shall reference the position title AND the announcement number on the subject line of the e-mail. Electronically submitted packages must include a scanned signature on the Bio-data form to be considered.

MCC does not accept responsibility for delays in transmission or receipt of any application. Applicants are responsible for submitting the application package so as to reach the designated Government office by the closing date and time specified above. Applications received after the closing date and time will not be considered, unless there is acceptable evidence to establish that it was indeed received by the Government installation prior to the time and date specified in this announcement. Receipt of an application in response to this announcement does not constitute an award commitment. The U.S. Government will not reimburse any costs incurred in the preparation and submission of an application. Any submission is at the sole risk of the applicant.

Questions:

Any questions regarding this announcement should be submitted in writing via email only (no phone calls) to MCCPSC@mcc.gov, before the deadline as given above.

Submission of applications to this announcement must be received via e-mail to MCCPSC@mcc.gov before the deadline as given above.

INSTRUCTIONS TO APPLICANTS

The QUALIFICATIONS REQUIRED are the basis for evaluating all applications. Applicants must separately address each listed qualification requirement and demonstrate how s/he meets each. Unless stated otherwise, all qualification elements will be weighted equally.

- (a) Qualified individuals must submit a completed and signed Biodata form. Please ensure that you provide a current, valid e-mail address and telephone number for notification purposes. The Biodata form must be fully completed including a proposed hourly rate & signed for the application to be considered.



- (b) Qualified individuals must submit a resume (or a curriculum vita) which clearly demonstrates their education, experience, knowledge, and skills and abilities as they relate to the qualification elements. Resume must indicate: the earliest possible start date for the applicant; as well as formal title, and duration (start date / end date) for each listed position. Resume is limited to 10 pages and must not contain a photo or any salary information.
- (c) Describe your experience and knowledge of each of the Qualifying specialized experience requirements and Desired qualifications, if applicable, in no more than five pages (page = 8 ½” x 11” paper; 11 point font or larger; double sided pages count as two pages). Clearly demonstrate how your prior experience is either relevant or directly related to the duties of this position as listed under DUTIES. The responses should describe specifically and accurately what experience, training, education and/or awards you have received that are relevant to each factor. Cite specific examples where appropriate.
- (d) Qualified individuals must submit no fewer than three and no more than five professional references, who are not relatives or family members. Submitted references **MUST** include current information, as follows:
 - a. Name of reference
 - b. Applicants’ relationship to reference
 - c. Title of reference at current job
 - d. Reference current telephone number (work or personal)
 - e. Reference e-mail address (work)

At least two references must be from direct supervisors (current or prior) who can provide information regarding the applicant’s knowledge & experience in the field of **Compact Development, Compact Implementation and Practice Area**. All references must be from within the last 5 years of the applicant’s professional life.

- (e) Applications must be signed and received prior to the closing date and time specified above to be considered for this position.

To ensure consideration of applicants for the intended position, please reference the position title and announcement number on the subject line of your submission email, on supporting documentation and any cover letter.



SELECTION PROCESS

In order to be considered for the position, a candidate must meet the qualifications listed above. Consideration and selection will be based on a panel evaluation in accordance with the **QUALIFICATIONS REQUIRED**. In addition to the materials listed above, applicants are strongly encouraged to write a cover letter, not to exceed one page, to highlight their suitability for this position. The cover letter is NOT included in the required written narrative.

All applicants will be evaluated based on the documentation submitted, the applicant's evidence of the above qualification requirements, performance in a potential interview, if conducted, and information provided by references, if contacted. All applicants will receive one of three scores for each of the required qualification: Does Not Meet, Meets, or Exceeds.

MCC reserves the right to call the highest qualified candidates for an interview and/or conduct a reference check on those individuals. Reference checks may be conducted on the highest qualified applicants.

Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience. Errors or omissions may affect your evaluation.

The U.S. Government & MCC is not obligated to make an award or pay for any costs associated with the preparation and submission of a proposal in response to this announcement. Award of this contract is contingent on availability of funds. MCC reserves the right not to award any contract as a result of this announcement.

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